

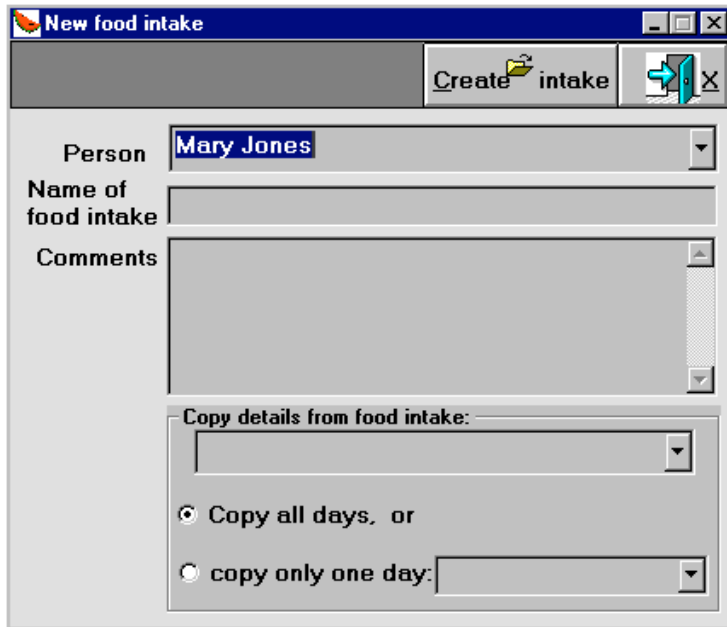
How do I save time by copying a food intake?


From the main menu bar such as the example below:



select Food-Intake, then select **Create a New intake for the person.**

The window as shown below is displayed:




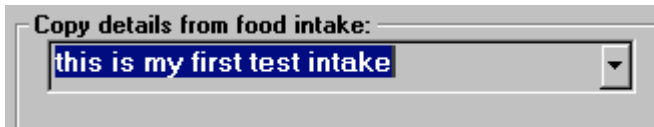
Identify the person the food intake is for: Click the  and select the person from the drop-down list who you want to create a copy of the food intake for.



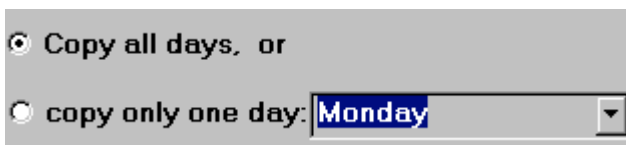
Type in the name of the new food intake:




Choose the food intake to copy by clicking on the  and selecting the food intake:



Select either the copy all days option or select the day to be copied:



Select the  button. A new food intake is created as a copy of the intake selected.